

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN		No. 01-205
TO:	All Child and Adult Care Food Program Sponsors	ISSUE DATE: March 2001
ATTENTION:	Board Members, Executive Officers, Directors, Authorized Representatives	
SUBJECT:	Attendance at Nutrition Services Division Training	
REFERENCE:	USDA, OIG Audit Report No. 27010-20-SF 7 CFR Part 226.	

This Management Bulletin describes a change to the California Department of Education (CDE), Nutrition Services Division's (NSD) sponsor training requirements. In California, Child and Adult Care Food Program (CACFP) sponsors include child or adult day care centers, as well as sponsoring organizations of centers or homes. The CDE is mandating that independent CACFP sponsors' staff attend training and information sessions on essential elements of CACFP administration and operations. Failure to attend mandatory training could jeopardize a sponsor's continued participation in the CACFP.

Audit and review findings have shown that CACFP sponsors that participate in the NSD training and information sessions have significantly fewer instances of program noncompliance and fiscal sanctions than those sponsors that do not participate. NSD must ensure that all sponsors are aware of the continually evolving federal/state rules and regulations and new state administrative requirements and procedures, as well as current recordkeeping procedures. Essential elements of CACFP participation include recordkeeping, fiscal reporting and claim preparation, allowable costs, and food service operations. Lack of training in these areas can jeopardize your success in administering the CACFP, as well as funding for food service, and your agency's continued participation in federally-funded nutrition programs.

When announcing training and information activities, we will identify the staff positions that are required to attend and/or areas of responsibility that NSD will address in the sessions. It is important that staff who are responsible for essential elements of program administration and operations participate. If your staff are unable to participate, you must contact your Nutrition Services Representative immediately. We will make every effort to provide sufficient advance notice, make-up sessions, and alternative training opportunities throughout the year. However, you will be held responsible for implementation of information imparted in the sessions. Significant noncompliance with program requirements found during administrative reviews and/or audits that result in administrative and/or fiscal sanctions will jeopardize your continued participation in the CACFP.

If you have any questions, please contact your Nutrition Services Representative directly, or contact the NSD at (800) 952-5609 or (916) 445-0805.

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